

*Windsor*<sup>®</sup>

Residential Elevator

# Owner's Manual

## & Warranty Information

Part #72002  
Rev. B



4001 East 138th Street  
Grandview, MO 64030-2837  
Phone: 816-763-3100



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It is important that this entire manual be read and understood prior to attempting operation of equipment. Also, please observe all cautions and warnings!

### **IMPORTANT**

The Serial Number of your  
WINDSOR® Residential Elevator is:

This serial number contains important information about your elevator. This number may be needed if the elevator requires replacement parts. Please keep it handy.

## INTRODUCTION

The WINDSOR® Residential Elevator is designed for residences where space is at a premium and larger elevators are not practical. This elevator does not require a machine room or pit and requires only a 7'-8" overhead clearance. The dual cable drum drive unit is located on top of the guide rails. It has a 32" x 48" car with a sliding scissors gate. The lifting capacity is 500 lbs. and travel is limited to 16' and 2 stops.

Your elevator has been manufactured with the same precision and care that has been a tradition for decades. You can be proud of the fact that you join thousands of others who have turned to Access Industries for the ideal solution to their accessibility problems.

As you will soon discover, your elevator is easy to operate and has been designed for years of dependable and trouble-free operation. However, as with all electrical and mechanical equipment, proper operation and periodic maintenance is required.

This manual has been prepared to provide clear, concise operating and maintenance instructions. We urge you to read and adhere to the important guidelines provided in this manual before you attempt to operate your elevator.

Please remember . . . If you require service, only an authorized Access Industries' dealer has the factory trained technicians with the required tools and genuine replacement parts needed to properly repair your elevator. They are committed to providing quality service . . . . .

### Dealer Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_

If you have questions concerning the operation or maintenance requirements of your Windsor Residential Elevator, please contact the local dealer listed above or contact us . . . .

Access Industries, Inc.  
4001 East 138th Street  
Grandview, MO 64030-2837  
816-763-3100

## DESCRIPTION OF FEATURES

Learn the location and function of all features before using your WINDSOR Elevator. The dealer should explain the features and operating instructions once the elevator is installed. If the dealer did not explain this to you, please contact them.

**Landing Controls:** Located near the landing door, used to “call” the car to that floor. An optional key switch limits use to authorized persons only. Full operation is explained later.

**Car Controls:** Located in the car, used to send the elevator to the opposite floor. An optional key switch limits use to authorized persons only.

**Light Switch:** Located on top of the car's control panel, it is provided to switch the car light on and off.

**Emergency Stop Button:** Located on the car's control panel, it is provided to stop the car's movement and sound an audible alarm in the event of an emergency. Full operation is explained later.

**Car Top Switch:** A run/stop switch is provided on the car top for use when servicing the elevator.

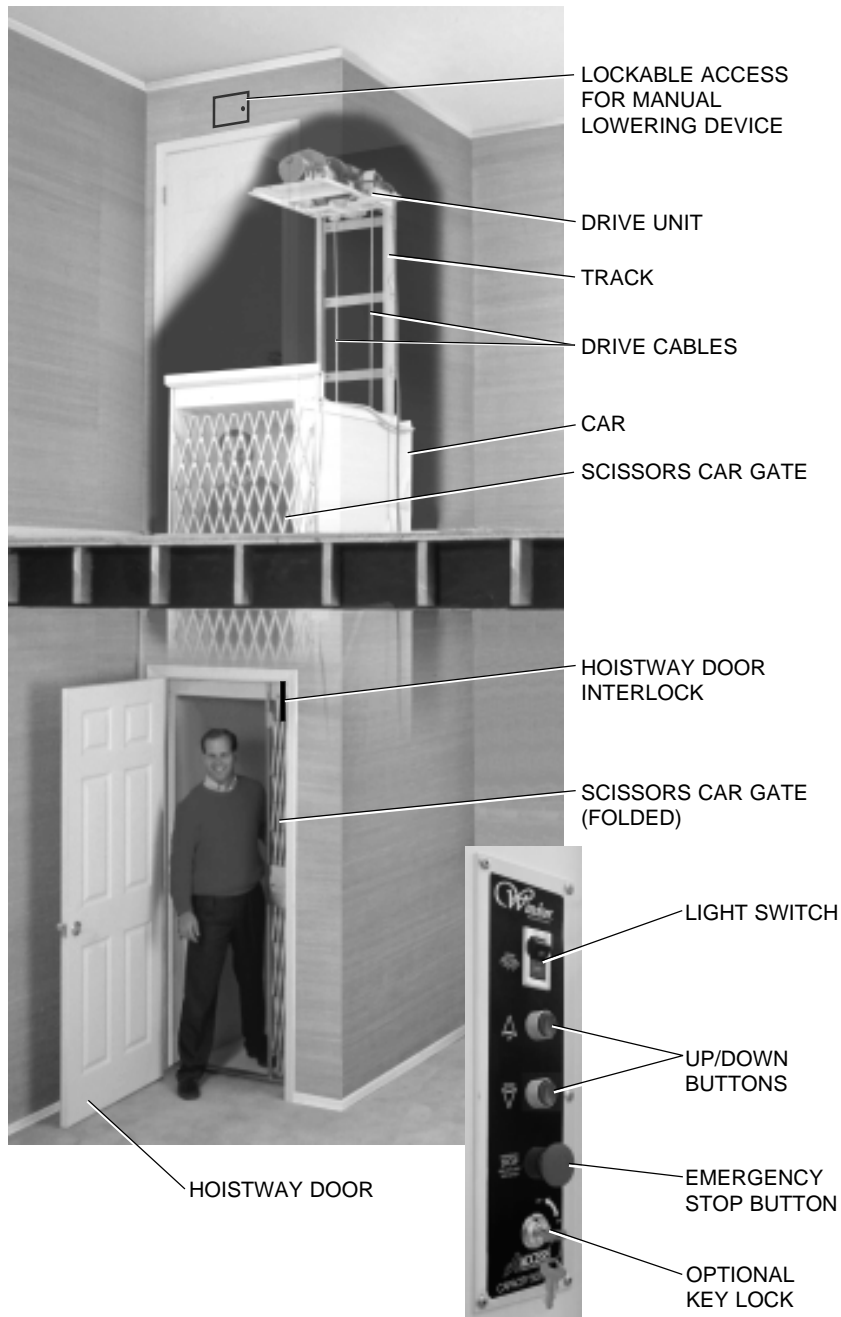
**Pit Switch:** A run/stop switch is provided in the hoistway at the lower landing for use when servicing the elevator.

**Telephone Jack:** A telephone jack is provided inside the car. A telephone must be acquired locally.

**Scissors Car Gate:** Gate manually slides open and closed. The gate includes sensor switches that will not allow the elevator to run when the gate is not fully closed or if the gate encounters an obstruction during travel.

**Manual Lowering Device:** A handwheel is provided to manually move the car in the event of a power failure. Full operation is explained later.

**Hoistway Door Interlocks:** Electric strike interlocks are provided at both hoistway doors to prevent the door from being opened when the car is not in proper landing position. Full operation is explained later.



Typical Components

## **OPERATING INSTRUCTIONS**

The following must be observed at all times:

- Do not exceed capacity of 500 lbs. (227kg)
- Do not bypass any control sensors.
- Do not lean against scissors car gate.
- Do not use elevator to transport freight.
- Do not operate elevator if it has been damaged.
- In case of fire, do not use elevator.

### **-LANDING CONTROLS:**

To “call” the car to your floor:

Press and release the landing control button. The button will illuminate, indicating the car is traveling to your floor. The illuminated button will go off when the car automatically stops at your floor.

If the button does not illuminate when pressed:

- a) The car may already be at your floor.
- b) The scissors car gate or a hoistway door may not be fully closed.
- c) The power may be disconnected from the drive unit.

### **-CAR CONTROLS:**

Upon entering the car, make sure the hoistway door and the scissors car gate are fully closed. To move the car to the opposite floor:

Press and release the appropriate button (“**UP**” or “**DOWN**”). The car will begin moving to the opposite floor and automatically stop when it reaches the floor.

**Note:** If the landing or car controls are equipped with key switches, only the key switch at the controls you are using must be turned to the “**ON**” position (turned clockwise).

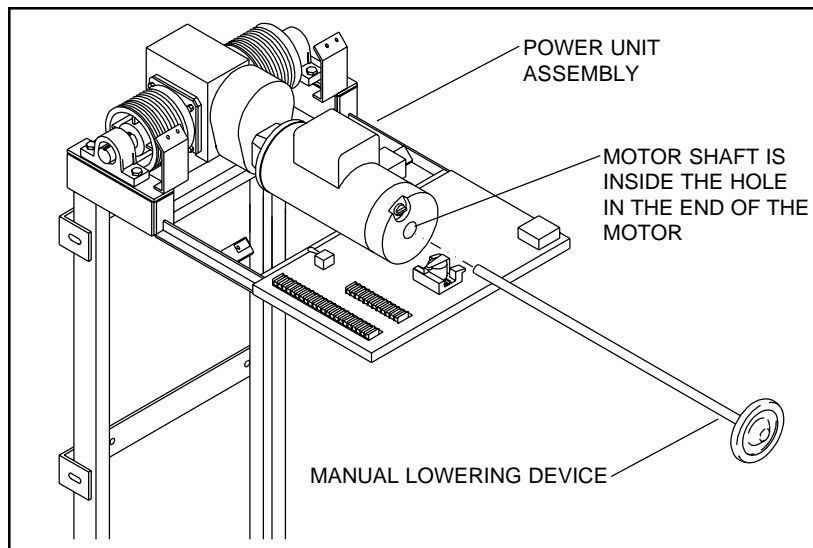
## -MANUAL LOWERING DEVICE:

In the case of a power failure, the car can be manually raised or lowered using the manual lowering device (handwheel) as follows:

**WARNING**

If drive cables are slack, do not attempt to raise or lower the car. Immediately call your local Access Industries' dealer for emergency assistance.

- 1) If controls are equipped with a key switch, turn all key switches to the “**OFF**” position and remove keys.
- 2) Remove power from the drive unit at the disconnect switch. This is *very important*, in case power is unexpectedly restored.
- 3) Insert the manual lowering device through the access hole in the wall and place onto the motor shaft.
- 4) Rotate the manual lowering device in the desired direction to raise or lower the platform.



### **-HOISTWAY DOOR INTERLOCKS:**

Hoistway door interlocks are designed to prevent the door from being opened when the car is not in proper landing position and to prevent operation of the elevator if a hoistway door is open. In case of a power failure, the hoistway doors may be opened by following the procedure below:

- 1) Insert “crescent shaped” emergency release key through the cover plate on the door and into the interlock.
- 2) Push downward on key to unlock. Hold key in this position while pulling door open. Note: Releasing the key will relock the door.

### **-SLACK CABLE SAFETY DEVICE:**

If both steel drive cables become slack, the car will mechanically lock into the track and electrically terminate power to the drive unit. The device can be reset by your Access Industries' dealer. Note: If the device does trip, the cause must be determined and corrected before the elevator is put back into service.

### **-EMERGENCY STOP BUTTON:**

When the emergency stop button is pressed, the car will stop and an audible alarm is sounded. To disengage the emergency stop button, pull out on the button until it pops up. If the car was stopped by the emergency stop button between floors, an “**UP**” or “**DOWN**” control button needs to be pressed to resume service.



## MAINTENANCE

Regular maintenance is essential in keeping your WINDSOR Elevator in proper operating condition. Please remember you, as the owner of this equipment, are responsible for making sure maintenance and upkeep is performed on a regularly scheduled basis.

We strongly urge you to protect your investment by having only an authorized Access Industries' dealer perform all required maintenance, service and repair work. They are trained technicians, qualified to do the job.

To assure proper operating condition of your elevator, the items listed below should be inspected and/or serviced every six (6) months.

- Tighten all track and car hardware.
- Inspect drive cables wear. Cables must be replaced if showing signs of wear.
- Inspect drive unit drums for wear and tightness to shafts. Drum must be replaced if showing signs of wear.
- Verify proper operation of unit control switches.
- Verify proper operation of both landing controls.
- Inspect trailing cable for wear or damage. Cable must be replaced if wear, cuts or damage is evident.
- Inspect vent plug to insure it is clean and operating.
- Inspect limit switches, door switches and cams for wear or damage. Switches and/or cams must be replaced if wear or damage is evident.



## TROUBLESHOOTING

### Before You Call For Service. . . . .

A quick check of the Operating Instructions in this manual may prevent an unnecessary service call. Before calling your authorized Access Industries' dealer for service, refer to the following checklist . . .

If Lift Will Not Operate:

- Check for a blown fuse or tripped circuit breaker at the main circuit box.
- Verify that the car's emergency stop button is not engaged.
- If equipped, check that key switch is turned to the “ON” position.
- Verify the scissors car gate is fully closed and unobstructed.

If the elevator will not operate after checking the above items, contact your local authorized dealer for immediate service. If your elevator needs servicing, use only original replacement parts and hardware to maintain quality and performance.

## GENERAL SPECIFICATIONS

### WINDSOR Residential Elevator

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<b>Maximum Travel:</b>	16 feet (4.9m)
<b>Rated Load:</b>	500 pounds (227kg)
<b>Rated Speed:</b>	20 fpm (.1 ms)
<b>Power Supply:</b>	Dedicated 110 VAC, 20 AMP
<b>Motor:</b>	3/4 hp, 110 VAC, 60 Hz, single phase
<b>Drive:</b>	80:1 reduction helical worm
<b>Controls:</b>	Automatic push buttons



## LIMITED WARRANTY POLICY

ACCESS INDUSTRIES, INC., 4001 East 138th Street, Grandview, Missouri 64030, warrants to the ORIGINAL PURCHASER ONLY for a **two year period on the drive train** (the drive train is comprised of the motor and gear) and a **one year period on all component parts**, commencing with the date of purchase, that each elevator and all parts used in the elevator shall be free of defects in material and workmanship. The self-addressed Limited Warranty card below must be completed and returned to ACCESS INDUSTRIES within 30 days from the date of the elevator's original purchase in order for this Limited Warranty to go into effect. OTHERWISE, THIS LIMITED WARRANTY WILL NOT BE APPLICABLE.

The following are examples of items not considered manufacturing defects and are not covered by this Limited Warranty. 1. Difficulty or damage resulting from improper assembly, operation, care of maintenance. 2. Minor mechanical adjustments such as tightening of nuts, bolts, and screws. 3. Damage or difficulties due to misuse, neglect, fire, flood, acts of God, ordinary wear and tear, and damage during shipment that would be the responsibility of the carrier.

NO WARRANTY IS EXTENDED, EXPRESS OR IMPLIED, WHETHER OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AFTER EXPIRATION OF THE WARRANTY PERIODS LISTED ABOVE FROM THE DATE OF THE ORIGINAL PURCHASE OF THE ELEVATOR. ACCESS INDUSTRIES and its dealer shall not be liable for any consequential, special or incidental damages arising out of the purchase or use of the elevator or resulting from breach of this Limited Warranty Policy, or any implied warranty, and the limit of liability of ACCESS INDUSTRIES and its dealer hereunder shall be the elevator's purchase price. Some states do not allow limitations on how long an implied warranty lasts or the exclusion or limitation of incidental or  
*(continued on next page)*

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To register your WINDSOR Residential Elevator, this card must be completed and returned to Access Industries, Inc. within thirty days from the date of the elevator's original purchase in order for the warranty to go into effect. OTHERWISE, this LIMITED WARRANTY WILL NOT BE APPLICABLE. (Please type or print)

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PURCHASE DATE \_\_\_\_\_ SERIAL NO: \_\_\_\_\_

AGE OF USER:     Under 50     50-59     60-69     70-79     80 & over

DEALER'S NAME AND ADDRESS \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



consequential damages, or legal remedies, so these above limitations may not apply to you.

To make a claim under this Limited Warranty, immediately send to the dealer, who sold you the elevator and has the responsibility for handling your warranty claim, a notice of your claim, setting forth the defect complained of, along with a copy of the invoice or other proof of purchase and the serial number of the elevator. The dealer will notify ACCESS INDUSTRIES. Your notice must be received by the dealer within the warranty period from the date of the elevator's original purchase. Any defect in the elevator due to materials or workmanship will be repaired or the elevator replaced without charge for materials. If the elevator is not delivered to the dealer for repair or replacement, the dealer may make a service charge for going to the location of the elevator. **Such charge is not covered under this Limited Warranty.** ALSO, THIS LIMITED WARRANTY DOES NOT COVER ANY LABOR OR SERVICE CHARGES INCURRED IN THE REPAIR OR REPLACEMENT OF A DEFECTIVE ELEVATOR OR PART BY THE DEALER OR ACCESS INDUSTRIES. It is permissible to have any repairs made or replacement work done as a result of any defects in material and workmanship by someone other than the dealer under this Limited Warranty. However, the Limited Warranty does not cover any charges or expenses assessed by any such other person or company performing such repairs or replacement work. All parts used to replace defective materials must be genuine ACCESS INDUSTRIES parts to be covered by this Limited Warranty.

This Limited Warranty gives you specific legal rights, and you may have other rights which vary from state to state.

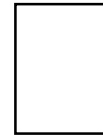
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